


# Scheduling and Referrals - Bulk Printing Patient Labels

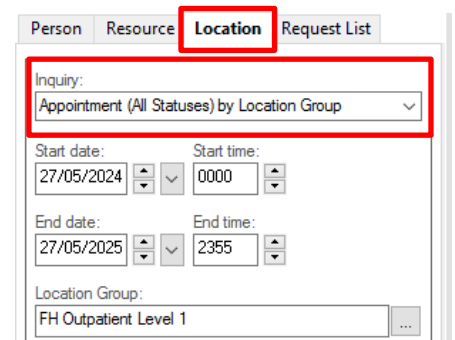


This Quick Reference Guide will explain how to:

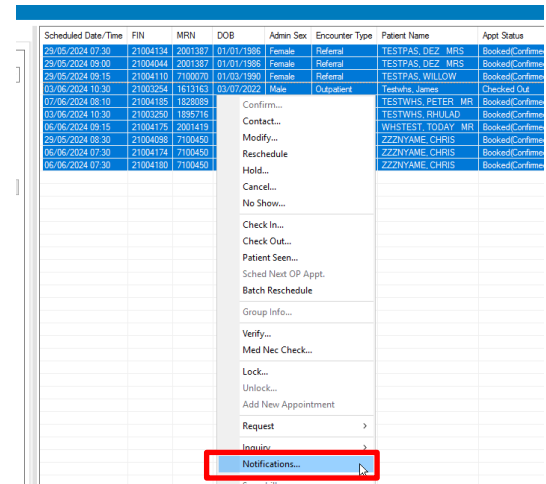
Print bulk Sheet/ Single Patient Labels

## Bulk Printing through Inquiry – 1 Copy

1. Select the eye icon 
2. Select the Location tab and bring up your patient list through the Appointment (All Statuses) by Location Group Inquiry. Select the appropriate Location Group

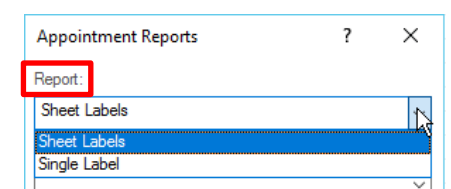


3. Highlight patients that require labels to be printed. Right Click and select Notifications

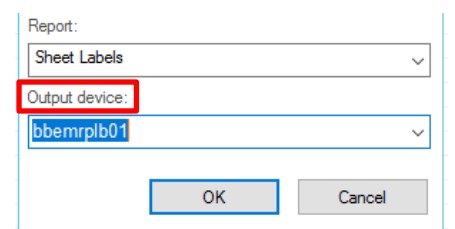


Scheduled Date/Time	FIN	MRN	DOB	Admin	Sex	Encounter Type	Patient Name	Appt Status
29/05/2024 07:30	21004134	2001387	01/01/1986	Female	Referral	TESTPAS, DEZ MRS	TESTPAS, DEZ MRS	Booked/Confirms
29/05/2024 09:00	21004044	2001387	01/01/1986	Female	Referral	TESTPAS, DEZ MRS	TESTPAS, DEZ MRS	Booked/Confirms
29/05/2024 09:15	21004110	7100070	01/03/1990	Female	Referral	TESTPAS, WILLOW	TESTPAS, WILLOW	Booked/Confirms
03/06/2024 10:30	21003254	1613161	03/07/2022	Male	Outpatient	TESTPAS, JAMES	TESTPAS, JAMES	Checked Out
07/06/2024 08:10	21004185	1828095				TESTWHS, PETER MR	TESTWHS, PETER MR	Booked/Confirms
03/06/2024 10:30	21003250	1895716			Contact...	TESTWHS, RHULAD	TESTWHS, RHULAD	Booked/Confirms
06/06/2024 09:15	21004175	2001419			Modify...	WHSTEST, TODAY MR	WHSTEST, TODAY MR	Booked/Confirms
29/05/2024 08:30	21004088	7100450			Reschedule	ZZZYNAME, CHRIS	ZZZYNAME, CHRIS	Booked/Confirms
06/06/2024 07:30	21004174	7100450			Hold...	ZZZYNAME, CHRIS	ZZZYNAME, CHRIS	Booked/Confirms
06/06/2024 07:30	21004180	7100450			Cancel...			
					No Show...			
					Check In...			
					Check Out...			
					Patient Seen...			
					Sched Next OP Appt.			
					Batch Reschedule			
					Group Info...			
					Verify...			
					Med Nec Check...			
					Lock...			
					Unlock...			
					Add New Appointment			
					Request			
					Inquiry			
					Notifications...			
					Superbill...			

4. Under reports select the type of label you would like printed.



5. Select Printer and select OK

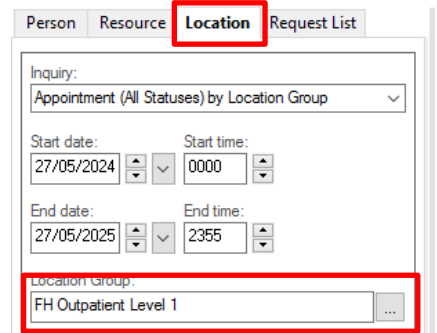




## Bulk Printing through Inquiry – Multiple Copies

1. Select the eye icon

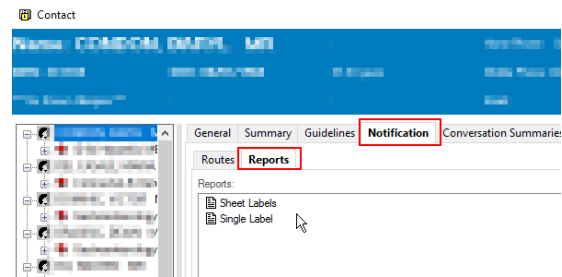
2. Select the Location tab and bring up your patient list through the Appointment (All Statuses) by Location Group Inquiry. Select the appropriate Location Group



3. Highlight patients that require labels to be printed. Right Click and select Contact

Scheduled Date/Time	FIN	MRN	DOB	Admin Sex	Encounter Type	Patient Name	Appt Status	Appt Type	Appt Dur
29/05/2024 07:30	21004134	2001387	01/01/1986	Female	Referral	TESTPAS, DEZ MRS	Booked/Confirmed	Upper GI & General Surgery Review	60
29/05/2024 09:00	21004044	2001387	01/01/1986	Female	Referral	TESTPAS, DEZ MRS	Booked/Confirmed	Orthopaedic New	15
29/05/2024 09:15	21004110	7100070	01/03/1990	Female	Referral	TESTPAS, WILLOW	Booked/Confirmed	Orthopaedic Review	15
03/06/2024 10:30	21003254	1613163	03/07/2022	Male	Outpatient	Testwhs, James			25
07/06/2024 08:10	21004185	1828089	01/12/1967	Male	Referral	TESTWHS, PETER			60
03/06/2024 10:30	21003250	1895716	08/05/2003	Male	Referral	TESTWHS, RHULAD			25
06/06/2024 09:15	21004175	2001419	12/06/1955	Male	Referral	WHSTEST, TODAY			60
29/05/2024 08:30	21004098	7100450	08/12/1978	Male	Referral	ZZZNYAME, CHRIS			60
06/06/2024 07:30	21004174	7100450	08/12/1978	Male	Referral	ZZZNYAME, CHRIS			60
06/06/2024 07:30	21004180	7100450	08/12/1978	Male	Referral	ZZZNYAME, CHRIS			60

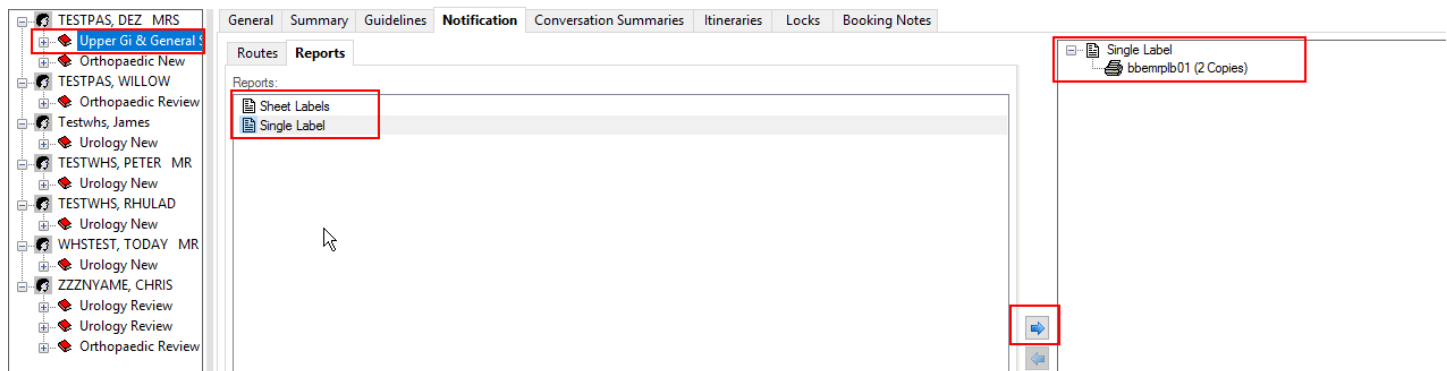
4. Select the notification tab and then select reports



5. Select Printer and type in the number of copies you would like to print

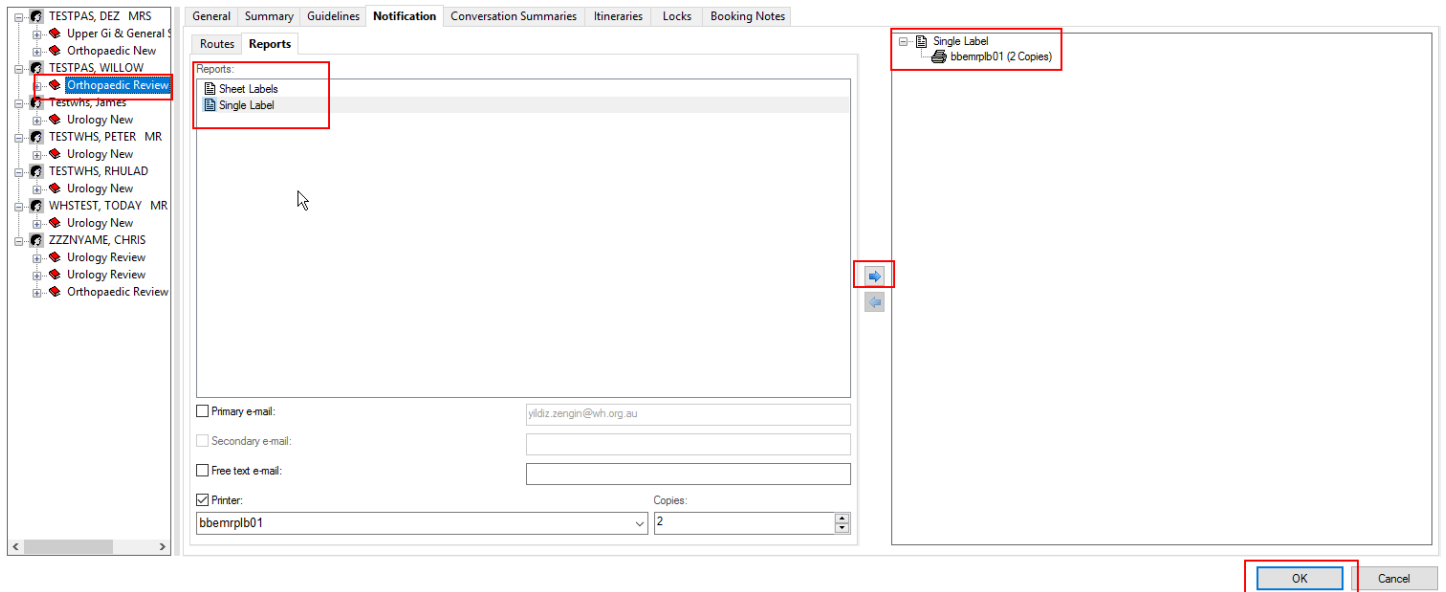
Printer:  Copies:

6. Highlight appointment type, select which label you would like to print use the arrow key to move it to the right hand side.





7. Repeat for every appointment type. Please be sure to update the number of copies based on your needs. Once completed select ok.



### Handy Hint

- Right click on the printer you have selected and set as default or add to your favorites

